



Natural Resources Conservation Service
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September 28, 2006

WEST VIRGINIA BULLETIN NO: WV-360-7-1

SUBJECT: Performance Appraisal Due Date

Purpose: To notify all employees of Performance Appraisal due dates and instructions.

Expiration Date: This bulletin expires after contents are noted.

Performance Appraisals Due: October 27, 2006

The Performance Appraisal (AD-435) rating period will end on September 30, 2006 for FY 06. All original Performance Appraisals (AD-435) and Performance Plan, Progress Reviews and Appraisal Worksheets (AD-435A and AD-435B) are due in Human Resources by no later than COB October 27, 2006.

To ensure timely processing of all the AD-435 and AD-435A that will be submitted to Human Resources, please follow the instructions below. Further instructions maybe found in General Manual 360, Part 409.22.

- 1. The supervisor and the reviewer must sign the AD-435 and 435A before submitting to the Human Resources Section.**
- 2. If a supervisor rates an employee either "Exceeds" or "Does not Meet" level on the AD-435A or AD-435B document the justification in the "Accomplishments" section on the form.**
- 3. Documentation is not required for elements rated at the "Meets Fully Successful" level, but may be included if desired.**
- 4. If an employee is to be rated unacceptable, the supervisor will need to contact Larry Sargent, Human Resources Manager, at 284-7599 for assistance.**
- 5. Again, all Performance Appraisals are due in Human Resources by COB, October 27, 2006 except those employees that will be rated an "Outstanding" rating. "Outstanding" ratings must be submitted to the State Conservationist.**



The Human Resources Section will be manually processing each FY2006 Performance Appraisal. Your adherence to these steps outlined above, will greatly ease this workload. The FY2007 Performance Worksheets will need to be set up manually until the new 5 Tier system is updated in ICAMS. Supervisors will be informed when this modification is in place and ready for use.

Thank you for the work accomplished in West Virginia (and other states) this year!

If you have questions, or need additional information, please contact Karen Fitchett, Human Resources Specialist at (304) 284-7552 or E-mail Karen at Karen.Fitchett@wv.usda.gov.

/s/

**RONALD L. HILLIARD
State Conservationist**

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